

*City of St. Louis Department of Personnel Administrative
Regulation NO. 97*

CITY POLICY ON SECONDARY EMPLOYMENT

Revised & Reissued: January 26, 2014

The purpose of this regulation is to communicate to all employees the City's policy on secondary employment and certain legal restrictions on employment with other governmental agencies. Secondary employment is permissible provided that all of the following conditions are met:

1. That secondary employment must be approved by the appointing authority;
2. That the secondary employment does not affect an employee's performance on his/her primary job with the City of St. Louis;
3. That the secondary employment is not or could not be considered to be an impropriety constituting a real or perceived conflict of interest;
4. That the secondary employment is not with another governmental agency of the City of St. Louis, excluding a teacher in a public educational institution;
5. That the secondary employment is not in violation of Section 8 of Article VIII of the Charter of the City of St. Louis which reads in part: "No officer or employee shall receive any additional compensation for serving in any other capacity under the city while in such office or employment; nor hold any office or employment under the state or United States except in the militia or as notary public or as a teacher in a public educational institution. A teacher in a public educational institution may hold employment with the city. No officer or employee shall have a personal interest, directly or indirectly, in a contract with the city; and no elective officer shall be a member of the general city committee of any political party. Any person guilty of any willful violation of this section shall thereby forfeit his office or employment."

The restriction on holding ". . . any office or employment under the state or United States. . ." includes any employment (part-time or full-time,

permanent or temporary) by the State of Missouri, a political subdivision of the State, or an agency established by authority of the laws of the State of Missouri, or employment by the Federal Government or agencies of the Federal Government.

It is the appointing authority's responsibility to bring this policy and these legal restrictions to the attention of all employees under his/her supervision and to take the steps necessary to see that all employees are in compliance with said policy and legal restrictions.

The Department of Personnel has designed an "Employee Secondary Employment Questionnaire" form PD-SE to assist appointing authorities in determining if employees under their supervision are in compliance with the policy and law regulating secondary employment. (Copies of this questionnaire may be obtained from the Multigraph Section of the Supply Division.)

I. REVIEW OF EMPLOYEE SECONDARY EMPLOYMENT QUESTIONNAIRE

A. The completed "Employee Secondary Employment Questionnaire" forms shall be reviewed by the appointing authority or a responsible management official designated by the appointing authority. Questionnaires completed by department heads and heads of independent agencies shall be submitted to the Mayor for review. Questionnaires completed by other appointing authorities shall be submitted to the department head.

1. Conflicts of interest and non-compliance with policy shall be resolved by the appointing authority.

2. Questions of whether secondary employment is a violation of Section 8 of Article VIII may be referred to the City Counselor.

B. If the secondary employment is found to be a conflict of interest or not in compliance with the Charter of the City of St. Louis, the employee shall be given the option of choosing between his/her employment alternatives.

C. After the completed questionnaires have been reviewed and approved for compliance with this Administrative Regulation, the original questionnaire should be returned to the Department of Personnel where it

will become a part of the employee's personnel record. The second copy of the questionnaire should be retained by the agency in the employee's personnel file.

II. MAINTAINING CURRENT INFORMATION

A. It is the appointing authority's responsibility to: 1) bring this policy to the attention of all employees under his/her authority, and 2) advise them of their responsibility to keep the information up to date, that is, to bring any changes in the information reported to the appropriate management official immediately.

B. The "Employee Secondary Employment Questionnaire" shall be completed on an annual basis at the time of the service ratings.

C. The information reported on the questionnaires shall be reviewed and approved by a responsible management official as outlined above and the signed original returned to the Department of Personnel with the employee's rating.

D. All new employees will be required to complete the questionnaire at the time of initial hire.

Questions of whether secondary employment is a violation of Article VIII, Section 8 of the City Charter may be referred to the City Counselor's Office. If you have additional questions regarding this policy, please contact the Personnel Services Section, 622-3567.

DEPARTMENT OF PERSONNEL

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Director